

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: SCC/Small Business Development Center Agreement

DEPARTMENT: Economic Development **DIVISION:** Economic Development

AUTHORIZED BY: Sally Sherman **CONTACT:** William J. McDermott ^{WJM} **EXT.** 7132

Agenda Date: 12/09/03 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐
Public Hearing – 1:30 ☐ **Public Hearing – 7:00** ☐

MOTION/RECOMMENDATION:

Staff requests the Board of County Commissioners to authorize the Chairman to sign the agreement between the County and Seminole Community College (SCC) and proceed with disbursing the 2003-04 payment to SCC in the amount of \$100,000 as stipulated in the economic development program budget for services provided through the Small Business Development Center and the Seminole Technology Business Incubation Center.

BACKGROUND:

The Economic Development Agreement between Seminole County and SCC for the operation and administration of the Small Business Incubation Program is due for renewal. The BCC approved \$100,000 for the incubator program within the Economic Development Department's budget this past budget workshop cycle. The Small Business Development Center (SBDC) is an integral part of the small business development efforts in Seminole County. In 2003, the SBDC has created 132 jobs, assisted 12 business start-ups, assisted in the loan application process and obtained four loans for clients, and conducted three training seminars.

The contract terms state that \$100,000 will be paid to SCC on or before March 1, 2004.

Attachment: Small Business Development Center 3rd Quarter Report
 SCC/SBDC Agreement

Reviewed by:	<i>[Signature]</i>
Co Atty:	<i>[Signature]</i>
DFS:	<i>[Signature]</i>
Other:	
DCM:	<i>[Signature]</i>
CM:	<i>[Signature]</i>
File No. CED02	

**SEMINOLE COUNTY INCUBATION CENTER
ECONOMIC DEVELOPMENT AGREEMENT**

THIS AGREEMENT is effective as of the 1st day of October, 2003, by and between **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as the "COUNTY," and **SEMINOLE COMMUNITY COLLEGE**, a public community college existing and operating under the laws of the State of Florida, whose address is 100 Weldon Boulevard, Sanford, Florida 32773-6199, hereinafter referred to as the "SCC".

W I T N E S S E T H:

WHEREAS, it is the policy of the COUNTY to aggressively stimulate economic growth in Seminole County by, among other things, either attracting new industries and businesses to Seminole County or by encouraging the expansion of existing industries and businesses within Seminole County; and

WHEREAS, the creation of new employment opportunities for residents of Seminole County and the increased tax revenues resulting from such industry or business expansion and relocation within Seminole County is beneficial to local economy; and

WHEREAS, the Board of County Commissioners has determined that offering a Jobs Growth Incentive Program encourages either existing industries and businesses to expand or new industries and businesses to enter Seminole County and thereby create diverse positive employment opportunities for the residents of Seminole County; and

WHEREAS, Seminole County, through its Board of County Commissioners, has enacted a Jobs Growth Incentive Ordinance and has

the fiscal capacity to conduct and accomplish the programs relating thereto; and

WHEREAS, the establishment of a jobs growth/economic development incubation center has been relocated to the Port of Sanford; and

WHEREAS, SCC has proposed and demonstrated to the COUNTY that SCC can fully and adequately provide administrative support, consistent with the terms of this Agreement, for the Seminole County Incubation Center; and

WHEREAS, SCC is skilled at providing administration and other support to jobs growth and economic development programs; and

WHEREAS, SCC and the COUNTY desire to enter into this Agreement for the purpose of encouraging job growth and economic development in Seminole County; and

WHEREAS, the COUNTY has determined that in order to enhance and preserve the economic well-being and health and welfare of the citizens of the COUNTY it is necessary, proper and desirable to enter into this Agreement with SCC in order to enhance the economic development of Seminole County; and

NOW, THEREFORE, in consideration of the premises and mutual covenants hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agree as follows:

SECTION 1. RECITALS. The above recitals are true and correct and form a material part of this Agreement upon which the parties have relied.

SECTION 2. PURPOSE. The purpose of this Agreement is for SCC to provide the following services to the COUNTY in the manner hereinafter set forth:

(a) SCC will provide a minimum of fifty percent (50%) of a full-time administrator's time and one hundred percent (100%) of an administrative assistant's time to provide coordination and management assistance for the Seminole County Incubation Center.

(b) The services provided by SCC to the COUNTY shall by way of example include; provided however that the services enumerated in (3) (4) and (5) below shall be provided to businesses on a fee basis:

(1) marketing efforts to recruit new businesses for the Incubation Center,

(2) public relations effort for the Incubation Center

(3) record keeping services,

(4) fax, copying, Internet services,

(5) documentation production/work processing services

(6) financial management advisement services

(7) marketing advisement services

(8) coordination of efforts between the Seminole County Port Authority, the business owners and Seminole County Government regarding the Incubation Center(s),

(9) consultation services for specialized areas, and

(10) the providing of annual reports which shall include but not be limited to, recommendations relative to the continuing development and operation of the Incubator Center.

(11) specific activities to be accomplished per the County's Business Incubation Program: Community Entrepreneurial Program (\$25,000); and continued support for the STBIC at the Port of Sanford (\$75,000).

SECTION 3. SERVICES. The COUNTY agrees to purchase and SCC agrees to furnish, during the term of this Agreement, the services described in Section 2 of this Agreement.

SECTION 4. BILLING AND PAYMENT. The COUNTY hereby agrees to pay SCC the sum of ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00) for all services provided hereunder by SCC during the initial term of this Agreement. Said sum is payable on or before March 1, 2004.

SECTION 5. TERM.

(a) This Agreement shall be effective from October 1, 2003 and shall remain effective until September 30, 2004.

(b) This Agreement may be renewed on a year to year basis by written mutual agreement of the parties.

SECTION 6. REPORTS. SCC shall provide the COUNTY with an annual report regarding the activities pursuant to this Agreement at the time of each twelve (12) month period under this Agreement.

SECTION 7. FORCE MAJEURE. In the event any party hereunder fails to satisfy a requirement imposed in a timely manner, due to a hurricane, flood, tornado, or other act of God or force majeure, then said party shall not be in default hereunder; provided, however, that performance shall recommence upon such event ceasing its effect.

SECTION 8. BINDING EFFECT. This Agreement shall be binding upon and inure to the benefit of the parties hereto and the successors in interest, transferees and designees of the parties.

SECTION 9. ASSIGNMENT. This Agreement shall not be assigned by either party without the prior written approval of the other.

SECTION 10. PUBLIC RECORDS. SCC shall allow public access to all documents, papers, letters or other materials which have been made or received by SCC in conjunction with this Agreement.

SECTION 11. RECORDS AND AUDITS.

(a) SCC shall maintain in its place of business all non-exempt books, documents, papers and other evidence pertaining to work performed under this Agreement. Such non-exempt public records shall be and remain available at SCC's main campus at all reasonable times during the term of this Agreement and for five (5) years after Agreement closure.

(b) SCC agrees that the COUNTY or its duly authorized representative shall, until the expiration of five (5) years after Agreement closure, have access to examine any of SCC's non-exempt books, documents, papers and records involving transactions related to this Agreement. SCC agrees that payments made under this Agreement shall be subject to reduction for amounts charged which are found on the basis of audit examination not to constitute allowable costs.

(c) All required records shall be maintained until an audit has been completed and all questions arising from it are resolved or until five (5) years after closure of the Agreement, in writing and submission of a final invoice, whichever is sooner. SCC will provide

proper facilities for access to and inspection of all required records.

(d) The phrase "non-exempt," as used herein means that the record is not exempt under the public records law of the State of Florida.

SECTION 12. NOTICES.

(a) Whenever either party desires to give notice unto the other, notice may be sent to:

For COUNTY:

County Manager
Seminole County Services Building
1101 East First Street
Sanford, Florida 32771

With copies to:

Economic Development Director
Seminole County Services Building
1301 East Second Street
Sanford, Florida 32771

For SCC:

President
Seminole Community College
100 Weldon Boulevard
Sanford, Florida 32773-6199

(b) Either of the parties may change, by written notice as provided herein, the address or persons for receipt of notices or invoices. All notices shall be effective upon receipt.

SECTION 13. INDEMNITY AND INSURANCE

(a) Each party to the Agreement is responsible for all personal injury and property damage attributable to the negligent act or omissions of that party and officers, employees and agents thereof.

(b) The parties further agree that nothing contained herein shall be construed or interpreted as denying to any party any remedy or

defense available to such parties under the laws of the State of Florida, nor as a waiver of sovereign immunity of the COUNTY beyond the waiver provided for in Section 768.28, Florida Statutes.

(c) SCC shall provide necessary workers compensation coverage and unemployment compensation for its employees.

SECTION 14. CONFLICT OF INTEREST.

(a) SCC agrees that it will not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the COUNTY or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government.

(b) SCC hereby certifies that no officer, agent or employee of the COUNTY has any material interest (as defined in Section 112.312, Florida Statutes) either directly or indirectly, in the business of SCC to be conducted here and that no such person shall have any such interest at any time during the term of this Agreement.

(c) Pursuant to Section 216.347, Florida Statutes, SCC hereby agrees that monies received from the COUNTY pursuant to this Agreement will not be used for the purpose of lobbying the Legislature or other State or Federal Agency.

SECTION 15. EQUAL OPPORTUNITY EMPLOYMENT.

(a) SCC agrees that it will not discriminate against any contractor, employee or applicant for employment or work under this Agreement because or on account of race, color, religion, sex/ age or national origin and will insure that applicants and employees are treated during employment without regard to race, color, religion,

sex, age or national origin. This provision shall include but not be limited to, the following: retention, award of contracts, employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

(b) SCC agrees that it will comport all of its activities with the provisions of Chapter 760, Florida Statutes.

SECTION 16. COMPLIANCE WITH LAWS AND REGULATIONS. In performing under this Agreement, the parties shall abide by all laws, statutes, ordinances, rules and regulations pertaining to, or regulating the performance set forth herein, including those now in effect and hereinafter adopted. Any material violation of said laws, statutes, ordinances, rules or regulations shall constitute a material breach of this Agreement, and shall entitle the non-violating party to terminate this Agreement immediately upon delivery of written notice of termination to the violating party.

SECTION 17. EMPLOYEE/SCC STATUS.

(a) Persons employed or retained by SCC in the performance of services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the COUNTY's officers and employees either by operation of law or by the COUNTY.

(b) SCC assumes total responsibility for salaries, employment benefits, contractual rights and benefits, contract payments, and Federal, State and local employment taxes, if any, attributable to SCC

personnel or contractors and agrees to indemnify and hold the COUNTY harmless from any responsibility for same.

(c) In performing this Agreement, planning, development, constructing, equipping and operating the project or carrying out any of the activities to be carried out by SCC, SCC will be acting independently, in the capacity of an independent entity and not as a joint venture, partner, associate, employee, agent or representative of the COUNTY.

SECTION 18. NO THIRD PARTY BENEFICIARIES. This Agreement is made for the sole benefit of the parties hereto and their respective successors and assigns, including any successor in interest to SCC's interest in the Project and is not intended to and shall not benefit a third party. No third party shall have any rights hereunder or as a result of this Agreement or any rights to enforce any provisions of this Agreement.

SECTION 19. CONTINGENT FEES/CONFLICTING EMPLOYMENT. SCC covenants that it has employed and retained only bona fide employees working for SCC and attorneys and consultants, to solicit or secure this Agreement. The COUNTY warrants that it has not paid or agreed to pay any personal company, corporation, individual or firm, other than a bona fide employee working for SCC any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of making this Agreement.

SECTION 20. GOVERNING LAW. This Agreement shall be construed and interpreted according to the laws of the State of Florida. In the event of litigation between the parties arising from or pertaining to

this Agreement, the prevailing party shall be entitled to recover from the other, reasonable fees and costs as allowable by law.

SECTION 21. CONSTRUCTION OF AGREEMENT. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both parties, COUNTY and SCC have contributed substantially and materially to the preparation hereof.

SECTION 22. CONSTITUTIONAL AND STATUTORY LIMITATION ON AUTHORITY OF THE COUNTY. The terms and conditions of this Agreement placed upon the COUNTY are applicable only to the extent they are within and consistent with the constitutional and statutory limitation of the authority of the COUNTY. Specifically, the parties acknowledge that the COUNTY is without authority to grant or pledge a security interest in any of the COUNTY's revenue.

SECTION 23. COUNTERPARTS. This Agreement may be executed in any number of counterparts each of which, when executed and delivered, shall be original, but all counterparts shall together constitute one and the same instrument.

SECTION 24. HEADINGS. All sections and descriptive headings in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

SECTION 25. SEVERABILITY. If any provision, term or clause of this Agreement is determined to be invalid or unenforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement on
the dates indicated below.

ATTEST:

SEMINOLE COMMUNITY COLLEGE

By: _____
DR. E. ANN MCGEE, President

Date: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
DARYL G. MCLAIN, Chairman

Date: _____

For the use and reliance
of Seminole County only.

Approved as to form and
legal sufficiency.

As authorized for execution
by the Board of County Commissioners
at their _____, 20____
regular meeting.

County Attorney
AC/lpk
11/19/03
scc-incubation

**THIRD QUARTER
PROGRAMMATIC REPORT**

July – September 2003

Seminole Community College

SMALL BUSINESS DEVELOPMENT CENTER

Wayne T. Hardy, Director
(407) 321-3495
(407) 321-4184
hardyw@scc-fl.edu

Management Overview – Counseling and Training

Resource Utilization

Services for the Third Quarter

Key Personnel	Direct Service Hours Required Annual/Quarter		Counsel Hrs.	Training Hrs.	Total Direct Hours	Delta/ Variance
Wayne Hardy	884	221	168	0	168	- 53
Debbie Stenglein	359	90	74	9	83	- 7

We continue assisting in the development of new and existing small businesses with our full range of business support tools, and also, by providing technical and management assistance as required. We encourage participation in orientation meetings, workshops and seminars. We were able to add Debbie Stenglein at the beginning of the 2nd quarter. Debbie has kicked off a new round of seminars(fee and non fee.)

100 Advocacy

Wayne Hardy continues to work on Sanford 17-92 Revitalization Program. The SCC/SBDC continues to serve as a primary resource of information on small business in Seminole County for the Seminole County Government. The SBDC re-submitted a proposal to Seminole County to provide services to businesses located in the 17-92 CRA.

Wayne Hardy made presentations to several groups as part of our aggressive market strategy to increase our client base. These appearances are designed to increase our client base. Please see public appearances.

The SCC/SBDC is actively involved in aggressively pursuing a Micro Loan Fund, which is truly needed in our community, and providing support to one additional incubators for Seminole County.

The SCC/SBDC continues to be heavily involved in the Economic Development of Sanford and Seminole County and the various Chambers of Commerce of Seminole County, which promote services provided by the SBDC and attract additional clients. Request for Counseling brochures and handouts are provided at all meetings. We receive on the average about 5 to 8 new clients referred from these organizations weekly.

We with the aid of the Seminole County Economic Development department and the Tax Collector's office were able to include 26,000 brochures and three seminar schedules in the Occupational License renewal billing to the small business community.

The SCC/SBDC will be assisting all new UCF clients that will be housed at the Seminole Technology Business Incubation Center, as a condition of their enrollment in the STBIC they will become SCC/SBDC clients.

Wayne Hardy was appointed to the UCF Technology Incubator Advisory Group.

110 Legislative Activities

SCC/SBDC continues to answer queries and requests for services from county commissioners, legislative members and their staff. We provide information about the services offered by the SBDC to the various legislative offices when requested, which helps generate new clients and provides greater insight on our program.

200 Capital Formation

We will continue to seek creative techniques to address the market nuances so that the flow of capital to under financed business will be enhanced to create real economic development and attract new clients. We have four clients actively preparing loan documents with the assistance of the SCC/SBDC. We maintain an on going relationship with Certified Development

Companies (CDC) and local financial institutions in hope of providing financial assistance to SCC/SBDC clients. The SCC/SBDC remains “very concerned” about the lack of 7A providers available for start-ups.

300 Innovation And Technology Transfer

We continue to be involved with the Central Florida Innovation Corporation and the College of Engineering at UCF. We have agreed to provide business assistance support on behalf of the Seminole Technology Business Incubation Center (STBIC). The STBIC is focusing on high technology start-ups and NASA technology transfers. The SCC/SBDC has maintained contact with the NASA Technology Commercialization Office. This office generates referrals to the SBDC. TRDA/NASA will provide engineering support of 40 hours free to small businesses in the community.

We continue to assist small businesses in the preparation of SBIR & STTR proposals to NASA, NIST, ATP and Department of Defense programs and encourage participation in orientation meetings and seminars. We are members of the Technology Transfer Society, which helps generate new clients.

We have formulated a relationship with the UCF Technology Incubator to enable their clients to move into the STBIC and become SCC/SBDC clients.

400 International Trade

We continued to work with the Economic Development Commission of Mid-Florida to bring European and Latin American Economic Community manufacturers to the City of Sanford and the Port of Sanford.

We are actively supporting the creation of an international trade incubator at the Orlando/Sanford Airport. This incubator is under construction and we will be providing services to host companies

We continued to direct small and disadvantaged businesses to organizations that promote bilateral trade and who want expansion abroad. This program will provide clients for the SBDC in the areas of business planning, expansion, marketing and one-on-one counseling.

We featured FSBDC promotional materials and activities that were requested such as the Export Certification Program. We have distributed Spanish trade mission information opportunities to more than 3 companies this quarter.

We continue to provide information to small businesses on Customs Trade Partnership Against Terrorism (CTPAT), which is a new partnership with the U.S. Customs Department.

500 Minority Small Business Development

We are withdrawn as a SBA Minority Pre-qualification Center for SBA (7A) Loans.

Currently we have two minority businesses engaged in the preparation of loan proposals.

We have continued to support the Front Porch Program, which is a redevelopment grant used to revitalize commercial area, develop a loan program which will provide seed money for minority small businesses, provide money for a program targeting black business, and fund clean up of any contaminated land. This program will provide clients for the SBDC and the SBDC will provide counseling and business planning seminars for the Front Porch Program.

SCC/SBDC has scheduled meetings with potential clients to discuss Hubzone requirements and their incentives for businesses. We will continue to work with other organizations such as the Florida Black Business Investment Board and the Alliance and the Black Business Investment Fund (BBIF) located in Orlando.

We have facilitated the search for a development partner for a minority inventor.

600 Resource Development

We have an extensive small business reference library of books on current business management practices such as How to Start a Business, Basic Business Appraisal, Import/Export Data, Financial Planning, Marketing and Business Plan Development.

We have just added a new edition of the Thomas Register to our library.

We have a client work station to assist small businesses and academically and economically challenged clients in market research, financial and business planning. Providing this service helps generate new clients through word-of-mouth marketing.

We have established relationships with other partners that support our seminars, such as, Risk Management, Workmen Compensation, Taxes, Creative Sales and Management and Internet Marketing.

We represented the SBDC at several job fairs (see public appearances).

620 Host Institution Activity

The SCC/SBDC continues to serve SCC as the lead support agency for STBIC, CFBIC and the new ABIC Incubators. We established an alliance with a risk management corporation, internet marketing corporation and a tax-planning corporation that support our efforts in educating and providing workshops/seminars to the community. Through these efforts we have increased our new client base by 13% for the SBDC.

We have continued to invite the Department of Labor, IRS, Customs Department and State Revenue Departments to support our workshops and seminars, which provide insight for small

businesses and generates the interest of new potential clients. These organizations provide the latest legal information from their respective organizations/departments.

Planning is underway for startup business classes directed at faculty and students.

700 Procurement

We displayed all current publications and websites we have received and promote those opportunities to clients. As the Federal Government does not have a large presence in Seminole County, this effort is not as effective as it is in other areas. However, it does help in our marketing strategy for new clients.

We are actively providing counseling to clients on marketing techniques, management, and sales and proposal development. We also help existing businesses and prospective business owners in the promotion of growth, expansion, increased productivity and improved management skills. We also provide information on how to respond to RFPs, prepare bids, write proposals and market the federal, state, county and local government. These seminars helped to expand our client base by 5% to 10%.

We provide information to the small business community on vendor fairs, expos and marketing seminars, which help with new business networking and the recruitment of new clients. We also have provided information on the Defense Supply Center Columbus (DSCC) Internet Bid Board System for RFQs, RFPs and other DSCC opportunities.

800 Special Emphasis Groups

The market for adult daycare and assisted living facilities to the low-to-mid income market is a new growth area in Seminole County.

Small manufacturers and service industries have received special attention with the support of Seminole County EDC and Sanford EDC.

We are actively seeking manufacturing and technology firms in Seminole County to support developing marketing strategies and business planning opportunities. SCC/SBDC has identified two possible clients in the manufacturing area to move to Seminole County and to the Hub zone.

900 Economic Development

We will continue to be intimately involved in numerous economic development and business planning activities within Seminole County, which will help in the recruitment of new SBDC clients.

We are actively recruiting clients to move into the STBIC and its potential to create economic development in the area of technology and expand the SBDC client base.

Over the last two years the SCC/SBDC has assisted in over 9.5 million dollars growth in sales experienced by SBDC clients located in the Central Florida Business Incubation Center (CFBIC).

Please see impact and success stories for some of the results of the SCC/SBDC.

1000 Research

The SCC/SBDC will continue to accumulate data on research organizations to support the small business owners in their planning, marketing strategy and in their business plan development. This method of support has increased our client base by 9%.

The SCC/SBDC is helping small businesses become involved with the following Research and Development Programs:

The Small Business Innovation Research Program (SBIR) funds research by small business to meet many of NASA=s research and development requirements. This program is to provide small businesses with increased federal research & development opportunities.

The Small Business Technology Transfer Program (STTR) is aimed specifically at Technology Transfer representing a significant new opportunity for the small business sector. The STTR program is designed to supply funding at the most critical point in technology commercialization before investors are willing to make risk investment and after government research funding sources consider the product too commercial to fund.

The Advanced Technology Program (ATP)=s bottom line is broad benefits for the nation -- jobs, economic growth, better quality of life -- rooted in innovative technologies! Specifically looking for research and development projects that create:

- ◆ Technologies with benefits that extend well beyond the companies involved in the project
- ◆ Technologies with broad potential replications, particularly across different industrial sectors
- ◆ Path-breaking technologies that open up new potential markets or make possible wholly new products or industrial processes

1100 Other Activity

Our support of the CFBIC project (phase 1) has resulted in the creation of 115 new jobs in Seminole County (HUD Survey). Phase two support by the SCC/SBDC has resulted in the creation of an additional 35 jobs in SBDC client companies.

1200 Success Stories

Client Number: 12807

Short Description of the Business: Solar Contractor

Problems Addressed: Needed start up help

Assistance, Recommendations & Resources: Facilitated location of business in Seminole County, helped in promoting business

Economic Impact: Used own capital in successfully opening their business and moved from Incubator to owner occupied building in 4 months from start. Current sales lead industry.

Client Number: 12687

Short Description of the Business: Video Broadcasting

Problems Addressed: Start-up Corporation

Assistance, Recommendations & Resources: Helped development business plan and locate site

Economic Impact: Client invested 50,000 in new business, helped client add new server to broadcast via the internet.

Client Number: 12834

Short Description of the Business: Medical Staffing

Problems Addressed: Start-up Corporation

Assistance, Recommendations & Resources: Helped development business plan, shareholders agreement and marketing plan

Economic Impact: Client opened business and will reach 12 million in sales by year five

1300 Travel

None to report

<i>Person</i>	<i>Date</i>	<i>Location</i>	<i>Purpose</i>

1400 Problems

None to report

1500 Financial Information

Separate cover.

1600 Women-Owned Businesses

We will continue to market and actively seek out women owned business entities. We have submitted one loan application to the SBA with the support of the Business Development Corporation.

The SCC/SBDC provides information to potential business owners through programs such as Financing for Women, National HomeBiz Network, Business Mentoring and Home Based Business for Women. SCC/SBDC also provides information on the Minority/Women Business Enterprise on certification and small business lending.

1700 Economic Impact & Supplemental Services Year to Date:

	Required		Delivery	Variances +/-
	Annual	Y-T-D	Y-T-D	
Loan Applications	4 at \$100,000/ea	2 at \$100,000/ea	3 for \$291,000	+ 1 for \$ 91,000
SBA	2 at \$100,000/ea	1 at \$100,000/ea	2 for \$266,000	+ 1 for \$166,000
Non-SBA	2 at \$100,000/ea	1 at \$100,000/ea	1 for \$ 25,000	- 1 for \$ 75,000
Loans obtained	4 at \$100,000/ea	2 at \$100,000/ea	4 for \$765,000	+ 2 for \$565,000
SBA	2 at \$100,000/ea	1 at \$100,000/ea	2 for \$340,000	+ 1 for \$240,000
Non-SBA	2 at \$100,000/ea	1 at \$100,000/ea	1 for \$425,000	- 1 for \$375,000
Other Capital	\$240,000	\$180,000	\$1,075,000	+ \$895,000
Sales Growth	\$2,000,000	\$1,500,000	\$420,000	- \$1,080,000
Jobs Created	100	75	132	+ 57
Jobs Retained	100	75	0	- 75
Welfare-to-Work	0	0	0	0
Business Starts	10	7.5	12	+ 4.5
8(a) Clients Assisted	0	0	0	0
8(a) Workshops	0	0	1	0
Financial Assistance				
Seminars	2	2	3	0

Request for Information

Third Quarter # of Requests	Year-To-Date # of Requests	Third Quarter Contact Hours	Year-To-Date Contact Hours
60	180	600	1800

1700 Economic Impact And Supplemental Services continued

Training Evaluations:

	Third Qtr	Year-to-Date
New Training Events Evaluated:	# <u>1</u>	# <u>3</u>
Ongoing Training Events Evaluated:	# <u>0</u>	# <u>0</u>

Summary (Rated 1 to 5, 1 being the highest) Evaluations Returned (16+)

Speakers	1	Handout	2
Content	1	Overall	2

Post Card Evaluations:

	Third Qtr	Year-to-Date
Post Cards Returned:	# <u>7</u>	# <u>34</u>

Summary (Rated on Business Analyst's overall performance)

Excellent	<u>7</u>
Good	<u> </u>
Average	
Below Average	
Poor	

1800 Veteran-Owned Businesses

SCC/SBDC does not at this time have a specific veteran program. SCC/SBDC services and counseling are provided to all individuals regardless of the status of the requester. All clients are counseled with the same quality of service, information, data and respect.

Debbie Stenglein attended a Veteran's Summit Program and made a presentation to the Veterans Staff for Workforce Central Florida at the VFW in Sanford about the many services we provide at the SCC/SBDC.

1900 Schedule of Next Quarter's Training Events

Date	Event	Time	Location	Cost
10/03/03	A PLAN FOR SUCCESS: WRITING A BUSINESS PLAN	9:00 am – 12:00 pm	Port of Sanford	\$30
10/17/03	UNDERSTANDING BUSINESS FINANCING	9:00 am – 12:00 pm	Port of Sanford	\$30
10/31/03	SMALL BUSINESS MARKETING	9:00 am – 12:00 pm	Port of Sanford	\$30